

ANNEXATION CHECKLIST

First and Second Class Cities and Towns

75 Percent Petition Method

Action	Date Completed
1. Notice of intent of 10 percent of residents or owners of 10 percent valuation filed.	
2. Signatures determined as sufficient.	
3. Date set by city/town council for meeting with initiating parties (within 60 days of filing of petition).	
4. Meeting held and council action on: <ul style="list-style-type: none"> • Whether to accept, reject, or geographically modify proposed annexation? • Whether simultaneous adoption of comprehensive plan required? • Whether assumption on indebtedness required? 	<hr/> <hr/> <hr/>
5. Notice of intention filed with boundary review board (where applicable), utilizing its procedures (may be filed anytime within 180 days of initiation of annexation proceedings).	
6. Legally sufficient petition of 75 percent of valuation filed.	
7. Within three working days of filing of petition, submit petition to county assessor for determination of sufficiency.	
8. Signatures certified as sufficient by county assessor; certificate of sufficiency filed with city.	
9. Date set by city/town council for public hearing.	
10. Notice of hearing: <ul style="list-style-type: none"> • Submitted to official newspaper. • Published (<i>one issue of newspaper</i>). • Affidavit of publication received. • Posted in three public places within area proposed for annexation. Actual notice (<i>optional</i>) to: <ul style="list-style-type: none"> • Petitioners • Other property owners • Neighbors 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Action	Date Completed
11. Hearing held and council action: <ul style="list-style-type: none"> ● Approved as proposed? ● Approved portion of proposal? ● Disapproved? 	<hr/> <hr/>
12. Boundary Review Board (Procedures vary between counties; contact applicable review board for detailed procedures): <ul style="list-style-type: none"> ● Notice of intention, copy of resolution, and petition filed. ● Jurisdiction of board invoked (within 45 days of filing of notice of intention). ● Hearing held. Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Modified <input type="checkbox"/> Disapproved	<hr/> <hr/> <hr/>
13. Annexation Ordinance No. _____: <ul style="list-style-type: none"> ● Presented to council ● Adopted ● Submitted for publication ● Published ● Affidavit of publication received 	<hr/> <hr/> <hr/> <hr/>
14. Effective date of annexation (as fixed in ordinance).	
15. Three copies of ordinance and map filed with county legislative body (notice to county auditor, assessor, and other officers requesting notice where county legislative body may not readily forward information).	
16. Conduct census of annexation area.	
17. Certificate of annexation filed in triplicate with state Office of Financial Management (as soon as possible, not later than 30 days of effective date of annexation).	

Action	Date Completed
<p>18. Notice to:</p> <ul style="list-style-type: none"> ● Washington State Department of Revenue ● U.S. Bureau of Census (<i>optional</i>) ● County treasurer and assessor (30 days before effective date of annexation) ● City or town departments: <ul style="list-style-type: none"> Public works Fire Police Park and recreation Other 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>